

Income Tax Division

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FOR TAX YEAR 2011

The Income Tax Department is now accepting e-filing for Individuals, Tax Preparers, and Employers. Tax preparers will need to check with their software vendor to see if they provide e-filing for cities.

Individuals and Employers can access the website at <https://www.municonnect.com/battlecreek>. Once on the website either click on the link for individuals or employers to start e-filing your return. Every year you will need to activate your account.

Employers **must** first be registered with the Income Tax Department for employee withholding before they can start using the website. If your company is not registered with the city please click on the link to register and complete the form. You can fax, mail, or e-mail your registration to the city. Once the city has received your information we will contact you with your PIN number. Your FEIN number along with the letter (W) is your account number. (ex: 12-3456789W)

Individual taxpayers using the website to file their tax return will need to know their tax account number and the last 4 numbers of their social security number for activation. If you do not know your account number you may click on the link and it will be provided to you via e-mail. When you receive this information return to the website and activate your electronic filing account under step 1. After your account has been activated go to step 2 to complete your 2011 tax return. If you have any questions regarding the e-filing procedure please call or stop in our office.



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Employers may e-file W2s by requesting a PIN#, employers who have submitted payment through e-file may complete (BCW3) year end reconciliation on-line.

Employer site is available for 2012 filing, Individuals may e-file 2011 returns starting January 20, 2012.

W2s are due by February 29th 2012. If not timely filed a penalty will be asset.

FYI Allocation of Wages

Again, the Income Tax Department will require a letter for allocation of wages.

This letter **must** be from Payroll, HR department or from the CEO on company letter head.

If this information is not provided **no** allocation will be allowed.

Please inform all employees the Income Tax Department will **no** longer be accepting logs for allocation of wages.

If this information is not provided **no** allocation will be allowed.